

Autopenning Document

Once a document/s has been cleared, the process for obtaining a signature is as follows:.. **Please Note: All documents must be dated for the date signed.**

1. Sending the email request

Once a document has been cleared for signature, the Writer/Editor or the person that is managing the control will send an email, with the documents attached for signature, to the Exec Sec mailbox: executivesecretariat@gsa.gov.

2. Receiving the email request

Once the Document Manager receives the "Request for Signature" email, he/she will print out the documents (one-sided), using color if the doc warrants it.

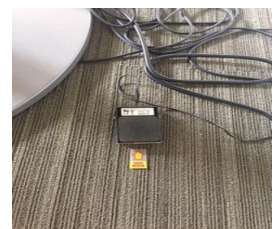
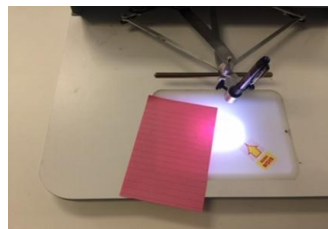
3. Getting the autopen from the A-suite

After the documents are printed and ready to be signed, notify the A-Suite via email or chat (this is where the signature cards are kept), alerting them that you will be picking up the cards.

Once you arrive to the A-Suite (Room 6159), you will have to sign the cards out before receiving them. Once received, you will proceed to the autopen room. (Room 6001B). **The key to the room is on the same ring with the cards.**

4. How to work the machine

Once seated at the machine, turn on, switch located on the right side; You will notice a light shining on the signature block, place a sticky pad note paper on the signature block where the light is shining; insert signature card of the person you are signing for, located on the front left side of the machine; press the foot peddle located on the floor underneath the table, the machine will sign on the paper placed on the signature block; **(Make sure the correct signature prints)** place the document being signed on top of the of the paper just signed and hold in place; **(Make sure the signature lines up in the place designated on the document)** press and release foot peddle to sign document. **(Because some of the signatures were printed crooked, the document/s being signed may need to be adjusted so that the signature is signed straight)** After document/s are signed, remove card and place back in sleeve, turn machine off, lock door and return the cards back to the A-Suite.



5. Sending documents back to requestor

Scan signed document to yourself; label with their file names and email back to requester. **(Do not send documents straight from the machine to the requester without changing the filename.)**